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30 July 1953

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #30
Assessment and Evaluation Staff
22-28 July 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. EAR attended a meeting of the Professional Selection Panel. The revision of the subcommittee report on procedures for screening for career suitability was discussed. Further revision will be made. It was tentatively agreed to have this procedure reviewed by Mr. Kirkpatrick prior to submission to the CIA Career Service Board. It was also agreed that the subcommittee report, after its final review, would need to be put into some other form prior to submission to the Career Service Board.

b. EAR participated in the OTR briefing [redacted]

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c. [redacted] is attending the current Administration Course.

2. Assessment Branch

a. Assessment cases scheduled for the week 5
b. Assessments performed 5
c. Assessment cases written 6
d. Assessment cases to be written 6
e. Professional trainee tests administered 5
f. Language tests administered 0
g. Cases scheduled for the future:
 Assessment 11
 JOT 5
 Language 0

h. Pre-training and EOD test batteries administered . 55

i. [redacted] began a week's leave Monday, 27 July.

j. [redacted] left Saturday, 25 July, to attend the Association Internationale de Psychotechnique in Paris, 27 July - 1 August.

k. Procedures manuals for the assessment and JOT programs have been completed.

DOC NO. 20 NO CHANGE
BOX NO. 25X1 CLASS CHANGED TO: TS SP RET. JUST 22
IN CLASS/ DEC CLASS/ CLASS CHANGED TO: TS SP RET. JUST 22
NEXT REV DATE 29 JUN 2003 REVIEWER: [redacted]
NO. PGS 3 CREATION DATE 27 JUN 2003 ORG COMP 44 ORG CLASS S
REV CLASS CAREY COORD. AUTH: HR 70-3

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3. Training Evaluation Branch

a. Training evaluations have been received for BIC(I) No. 10 and are being reviewed preparatory to their distribution.

b. [redacted] is now attending BIC(CS) No. 3.

4. Research and Validation Branch

a. Analysis of the new form of the Interpretation of Data test has begun.

II. OLD ACTIVITIES

1. Office of the Chief

a. Final agreement has been reached between EAR and [redacted] on the wording of the course announcements to implement the policy that the completion of the pre-testing program is a pre-requisite of attendance to Phase I and Phase II courses.

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2. Training Evaluation Branch

a. Three meetings were held concerning training evaluation problems:

(1) EAR and [redacted] met with [redacted] to discuss the problems involved in introducing a new form to clerical courses. While the new form could be used, it appears a little unwieldy for purposes of reporting results of clerical training. A further meeting will be held on 10 August to discuss not only what form should be used in clerical courses, but also to consider some of the more basic problems in evaluation.

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(2) An all-day meeting was held with some of the instructors in Phase II at [redacted]. The basic measurement requirement for obtaining good evaluations was the major topic of discussion. A secondary topic, the method of reporting accomplishments in specific subjects, was discussed. A further meeting is to be held at [redacted] on 14 August.

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(3) A meeting was held with [redacted] to discuss further revision of the present training evaluation form. Some progress was made toward reaching an agreement as to the most suitable way of presenting students' marks for specific subjects.

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b. The training evaluation form has been revised in the light of the many suggestions received to date. This form is to be discussed with BIC(I) instructors, BIC(CS) instructors, and with DD/P TLO's. Following this series of discussions, the old form will be withdrawn and the new form issued for use in the two above-mentioned courses.

c. Work is being continued on clarification of many problems in training evaluation with the view of formulating not only basic policies to govern the program but also to establish the basic method of approach to improving evaluation in so many courses with the limited staff now on board.

3. Research and Validation Branch

a. A series of meetings has been held with Chief, A & E, to clarify plans for the FE screening of indigenous personnel project.

[REDACTED] 25X1
Chief
Assessment and Evaluation Staff

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